INTERNSHIP APPLICATION: Date: _____

THE CITY AND COUNTY OF BROOMFIELD RECREATION SERVICES
APPLICATION FOR INTERNSHIP

Mailing Address: 13201 Lowell Blvd, Broomfield CO 80020
Attention: Matthew Gulley

Name _____

Last First MI

Temporary Address_____Phone_____

Street City Zip

Permanent Address_____Phone_____

Street City Zip

University or College_____

Advisor_____Phone_____

Address_____

Emergency Contact Name_____Phone_____

Relationship to Intern_____Address_____

College Level Completed: 1 2 3 4 5 Major_____Degree_____

When do you expect to graduate?_____

Number of weeks your university or college requires for your internship_____

When would you like to intern? (List first two choices of dates.)

1._____2._____

Do you have access to a vehicle? _____Yes _____No

Are you licensed to operate a vehicle other than a passenger car? _____Yes _____No

If yes, please indicate type of licensing_____

Are there any physical limitations of which we should be aware? _____

_____

Are you interested in part-time work during your internship? _____Yes _____No

If yes, how many hours per week would you like to work? _____

IN ORDER OF CHOICE (BY NUMBERING) PLEASE INDICATE YOUR AREAS OF INTEREST: (number 1 being your first priority)

_____Administration _____Athletics _____Aquatics

_____ General Interest _____Fitness _____Teens

_____Therapeutic _____ Seniors

For what age group have you had the most programming experience?

_____Preschool _____Elementary _____Teens _____Young Adults

_____Middle Adults _____Senior Citizens

Would you like to work more or less with this age group?_____

For what age groups have you had the least programming experience?

_____Preschool _____Elementary _____Teens _____Young Adults

_____Middle Adults _____Senior Citizens

Would you like to work more or less with this age group? _____

What could the City and County of Broomfield Recreation Services expect to gain through your internship with the department?_____

_____

_____

What do you expect to gain through your internship?_____

_____

_____

Please provide a statement or your career objectives._____

_____

_____

Include any other information you feel we should be aware of. _____

_____

_____

Student Signature_____

Ask your university advisor to make comments that will help us plan your internship: _____

_____

_____

_____

Advisor Signature_____

PLEASE ATTACH YOUR RESUME OR EMPLOYEMENT HISTORY

Internship Policies and Procedures

Service

The Broomfield Recreation Services welcomes college or university students majoring in a leisure service field as interns within our Department with the understanding that such service is at the sole discretion of the Department. Interns agree that the Department may at any time, for whatever reason not expressly prohibited by law, decide to change the duties assigned to an intern, transfer the intern to a different assignment or terminate the intern's relationship with the Department. Prior to any changes occurring to the intern's duties or termination of the assignment, consultation with the intern's Department supervisor and school supervisor will take place. Further, the intern may at any time, for whatever reason, decide to end his/her relationship with the Department. Broomfield Recreation Services strives to provide its interns with a training experience that is of practical benefit to those entering the leisure service work force. We value our interns, both as the professionals of the future and for the services they provide today. Interns are encouraged to ask questions and make suggestions about any Department function or service.

Working Conditions

- Interns may be assigned for a specific period of time, for a minimum of ten hours per week.

- Interns are not employees of the Department, and therefore are not eligible for salary or benefits. Interns are not used to replace staff and are not counted in the staff/ participant ratio.

- Interns will receive an outline of their duties that relates directly to their level of time commitment and level of skill. They may be assigned to one or all of the following program areas: athletics, aquatics, youth and teen, general interest, administration, facilities, therapeutic recreation, early learning, fitness, or special events.

- Under no circumstances will interns be solely responsible for children or for transporting participants in their own or a departmental vehicle.

- Interns will be expected to attend weekly staff meetings, and will receive regular supervision.

- Each Intern must provide the Department with their college or university's internship manual.

- An intern must follow all City and County and Departmental policies.

Probationary Period

Interns will fulfill a probationary period that will be agreed upon by the intern's college or university supervisor and Broomfield Recreation Services. During this time,

evaluation can be made regarding whether or not the internship experience is a good match for all principle participants.

Evaluations
The evaluation process will be agreed upon by the intern's college or university supervisor and the Broomfield Recreation Services.

Corrective Action
In appropriate situations, a corrective action may be taken. Examples of a corrective action include the requirement of additional training, re-assignment of an intern to a new position or dismissal from intern service.

Concerns and Grievances
Decisions involving corrective action of an intern may be reviewed for appropriateness. If corrective action is taken, the affected intern and their college or university supervisor shall be informed of the procedures for expressing their concern or grievance.

Dismissal of an Intern
Interns who do not adhere to the rules and procedures of the agency or who fail to satisfactorily perform their assignment are subject to dismissal. No intern will be dismissed until the intern has had an opportunity to discuss the reasons for possible dismissal with their Department supervisor and their college or university supervisor. Prior to dismissal of an intern, staff should seek the consultation and assistance of the Recreation Superintendent.

Reasons for Dismissal
Possible grounds for dismissal may include, but are not limited to, the following: gross misconduct or insubordination, being under the influence of alcohol or drugs, theft of property or misuse of agency equipment or materials, abuse or mistreatment of customers or co-workers, failure to abide by Department policies and procedures, failure to meet physical or mental standards of performance and failure to satisfactorily perform assigned duties.

Resignation
Interns may resign from their internship with the Department at any time. It is requested that interns who intend to resign provide fourteen days written notice of their departure and a reason for their decision.